

## **WESTWORLD TECHNICIAN**

### **DISTINGUISHING FEATURES**

The fundamental reason the WestWorld Technician position exists is to provide a wide variety of specialized technical work involving budget preparation, reconciliations, accounts receivables, handling billings and invoices, and preparing statistical and financial reports. This classification may or may not supervise. Work is performed under the general supervision of the General Manager.

### **ESSENTIAL FUNCTIONS:**

Serves as the WestWorld Budget Liaison; provides GM support with budget preparation, budget monitoring and ensures City budget deadlines are met.

Responsible for Secured/Deferred revenue accounts including reconciliation and monthly disbursements of funds to proper accounts, verifies all park expenditures and submits WestWorld Accounts Payables to City of Scottsdale

Prepares various Scopes of Work for WestWorld purchases, prepares RFP information for new contracts, prepares Budget transfers and requests for adjustments for expenditure accounts, verifies and submits Pro-Card reconciliation for WestWorld employees

Maintains and updates complex WestWorld expenditures and revenue reports, reviews monthly City financial reports and tracks discrepancies

Responsible for petty cash and change bank disbursement and reconciliation; tracks expenses for budget purposes, including travel, seminar, telephone, pager, long distance, purchasing card, and cellular charges. Processes RV and event revenue in weekly deposit

Contract administrator for services performed at WestWorld; coordinates acquisitions, maintenance and repairs of equipment; coordinates with various City of Scottsdale departments to integrate WestWorld into COS maintenance infrastructure; implements new systems to improve services and processes; assigns and maintains pagers, cellular phones, and Rural Metro alarm codes.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

##### **Knowledge of:**

Accounting and budget procedures  
Event Management related terminology, practices and procedures  
Computerized financial and information systems  
Government operations, regulations, codes, ordinances and terminology

##### **Ability to:**

Analyze data and prepare statistical reports  
Review procedures and problems and develop solutions and new systems  
Listen and communicate effectively with a diverse group of people

Establish and maintain effective working relationships with co-workers, supervisors, vendors, event users, and the general public  
Operate a PC to compose reports and correspondence  
Understand and interpret City ordinances, stipulations, codes, policies and procedures and understand the logic behind them

**Education & Experience**

Any combination of training and experience that demonstrates the ability to perform the required responsibilities including two years experience with budgets, accounts receivable, accounts payables, and preparing statistical reports. College coursework in accounting, finance, or a related field is desired. Experience utilizing various software applications is required.

**FLSA STATUS:** non-exempt    **HR Ordinance Status:** classified

